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M. E. Church, South

MISSIONARY MANUAL.

Purpose. THIS Manual is intended to furnish all whom it may concern, the information necessary to guide them in entering upon and prosecuting the mission work of the Methodist Episcopal Church, South. It is published by direction of the Board of Missions, and embodies the regulations adopted from time to time, subject to modifications by the Board at its annual meeting.

APPLICANTS.

Applicants for employment in our mission fields, whether men or women, are expected to possess all the qualifications requisite for success at home.

Preachers. 1. Preachers will have need of all their intellectual ability developed by training and by three or four years' service in the home Church. Aptitude for the acquisition of languages is an especially desirable qualification.

It is well to consider that missionaries do not enter into organized and established societies, but must themselves, for the most part out of raw material, build up the Church, beginning at the foundation. They can not, therefore, go to the foreign fields relying upon an educated Christian sentiment, like that operative in home communities, to aid in directing their work. They have first to create the sentiment; hence they need some practical understanding of the economy of the Church, and some experience in the conduct of its affairs before they go forth.

Physicians. 2. Physicians must have the regular medical education and degree required for practise in this country. They must also be prepared to devote themselves personally, as well as professionally, to the furtherance of the gospel. It is therefore expected that they shall be persons of sound piety, who both know and love Methodist doctrine and discipline.

Teachers. 3. Teachers should have the special fitness for such work inherent in character, as also that which results from education and experience. Of course the only teaching contemplated in our mission work is that which is based upon the gospel. All instruction is to be subordinated to the "truth as it is in Jesus." It is therefore expected that all who apply for positions as teachers in our missions shall be personally devoted to Christ, and close students of his word.

APPLICATIONS.

Direction of Application.

1. Applications for appointment to mission work must be made to the Corresponding Secretary of the Board of Missions, whose duty is to inquire into the character and qualifications of the applicants and to furnish the information to the Committee on Candidates.

Character of Application.

2. Every application must be made in writing, under the hand of the applicant. It should contain a distinct and concise statement of all that is necessary to enable the committee to judge of his fitness for the work, especially the items following: Full name; name of parents; age, native place, and place of residence; date of conversion and of admission into the Church; physical condition; educational grade; former occupation or profession; motives and influences impelling to mission work; and the purpose of the applicant to devote himself for life to the work. In addition, he will be expected to answer such questions as may be put by the Secretary.

Every preacher should state, in addition to the foregoing, the date of his license to preach and of admission into the traveling connection, the Conference to which he belongs, and the appointments he has received.

Every physician should state when and from what institution he received his degree, how long he has been in practise and whether his practise has been general or restricted to a specialty.

Every teacher should state when and from what institution he has received his certificate or diploma, and what amount and kind of experience he or she has had.

Testimonials.

3. Testimonials as to standing and qualifications should accompany all applications made to the Board.

These should come, in the case of a preacher, from his presiding elder and others, including laymen, who have had knowledge of his life and work. Physicians and teachers should present certificates from their pastors and testimonials from others, lay and clerical, to whom they are known.

Medical Certificate.

4. Every applicant shall present a certificate of health from his family physician, or one who has known him long enough to form a valid judgment of his constitution and state of health. In addition, a thorough medical examination shall be made by another competent physician and the result certified by him to the Board.

The wives of applicants are expected to comply with these regulations relating to health as fully as their husbands.

ACCEPTANCE AND APPOINTMENT.

Appointment and Outfit.

Upon the acceptance of an applicant for mission work, he is subject to appointment by the bishop in charge of the particular field for which the applicant may have special qualification,

but can not look to the Board for support until he has reached the field assigned him. Necessary funds for outfit and traveling expenses to foreign mission fields will be provided.

Expense of Course of Study.

It is not the usage of the Board to pay the expense of any course of study preparatory to mission work; but if expense be incurred under the direction of the Board, after acceptance and appointment, in acquiring the language of the country to which the appointment is made, or in attendance upon medical lectures, provision will be made for its payment. It must be understood that no applicant, after acceptance, may enter into any engagement involving expense on the part of the Board unless expressly authorized to do so.

REGULATIONS.

Time and Labor of Missionaries.

1. Missionaries in the field are expected to conform in all respects to the regulations of the Board. It is understood that their time and labor are to be devoted, under the direction of the Board, exclusively to the interest of the missions with which they are connected; and they may in no case enter into engagements affecting their relations to the missions, or receive compensation for work so undertaken, unless authorized by the Board.

Translation

2. The work of translating and printing is confessedly of great importance, and should be undertaken only by competent hands, and under restrictions and conditions that may serve as a safeguard against the misdirection of abilities and the waste of time that might more profitably be otherwise employed. It is therefore required that no missionary shall attempt such work without the consent of the Board.

Appeals for Aid.

3. All our missionaries in foreign fields are forbidden to appeal to the Church through the public prints, or otherwise, for pecuniary aid in any missionary enterprise without the approval of the Board of Missions.

4. Missionaries, upon entering the field assigned them, should use diligence in the study of the language, and such other studies as may qualify them for their work, under the direction of the superintendent of the mission or the presiding elder of the district.

Support.

5. It is specially needful in the foreign fields that the missionary should be without anxiety about the means of living, that he may be free for the greatest possible service in the cause of Christ. The amount allowed by the Board for the support of missionaries is not to be regarded in the light of compensation, but simply as expressing what is necessary to the highest efficiency of the laborer in his work.

Furloughs.

6. No missionary shall return to the United States without permission of the Board, or be absent from his work without the consent of his presiding elder or the superintendent of the

mission. No fixed rule in regard to the return of a missionary to this country is possible or desirable. Each case must be determined by the Board upon its own merits.

Provision for furloughs.

When a missionary shall return, or be absent from his work for any considerable length of time, his salary shall cease upon the date of his departure from the field. The Board may, in case of return or necessary absence, make such provision for his traveling expenses and support as the circumstances require.

The allowance made to returned missionaries will be charged to the account of the mission to which they were last assigned.

Reports of Work.

7. The Discipline makes it obligatory upon the Board of Missions that it "shall require each missionary to make a quarterly report to the Secretary of his operations and of the state and prospects of the work in his charge."

It is expected that every missionary shall keep an account of all matters affecting the interests of his mission, and report the same to the Corresponding Secretary of the Board as often as may seem desirable.

Communications to Secretaries.

It is also expected and desired that our missionaries in foreign fields write fully and freely to the Secretaries concerning their work. In case any missionary may deem it a duty to make adverse criticisms upon the management of the Board or of any of its representatives in the field, such communication shall not be made to the press or to any private individual, but to the Corresponding Secretary of the Board. Any missionary offending against this regulation will be regarded as having proved himself unworthy longer to remain in the service of the Board.

Money and Property Reports.

8. The superintendent or treasurer, or the presiding elders of districts, of each mission will forward to the Treasurer of the Board, at the end of each quarter, a detailed account of all moneys received from whatever source, and the payments made; and at the end of the year to the Corresponding Secretary a particular statement of the nature, location, condition, and estimated value of all the property of the mission.

In case money is paid in aggregate by the treasurer of a mission to the presiding elders of districts, said treasurer shall audit the accounts of said presiding elders before they are sent forward, the approval of the mission treasurer to be taken as sufficient voucher for payments that agree with appropriations.

Vouchers.

In all cases, except for personal salary, where drafts on the Treasurer of the Board of Missions are made payable to the superintendent or treasurer of a mission, or to the presiding elder of a district, on the disbursement thereof, said superintendent or treasurer, or presiding elder, shall take receipts in duplicate, one of which must be forwarded to the Treasurer; or, if this is impracticable in any case, some satisfactory voucher, so as to show the exact application of the money.

9. It is essential to the judicious and safe management of

affairs that these requirements be strictly observed. Without full and precise information, confusion and embarrassment must ensue.

Unauthorized investments

10. No missionary or missionary superintendent shall make any investment for the Board or create a liability against it without its authority.

11. Any missionary violating the instructions of the Board may forfeit his claims upon the funds of the Board, or be dismissed from its service.

Time of estimate meeting.

12. The Committee on Estimates shall hold its meeting one month in advance of the meeting of the Board, which begins on Wednesday after the first Tuesday in the month of May. It is, therefore, necessary that all reports, statements, and estimates intended for the action of the Board should be in the hands of the Corresponding Secretary not later than the first of March.

MISCELLANEOUS.

No appropriation of mission funds shall be made to any mission school in foreign fields in which instruction based upon the Bible, or parts thereof, is not regularly given to all the classes as a part of the prescribed curriculum of the school.